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SPECIAL COMMODITIES BRANCH MEMORANDUM NO. A-6

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Leave

A. Daily Report of Absentees

Each Section Chief or designated supervisor will report to his Division Chief by 11:00 a.m., on Form SCB-48, the employees in his section absent from duty that day.

In the event employees leave work after the report has been submitted they must be reported in the following day's report using the lower half of the form for this purpose.

The report is to be prepared in triplicate. The original and one copy are to be forwarded to the Division Chief, who will retain the copy in his files, initial the original and forward it to the Administrative Officer.

The Administrative Officer will check leave slips against these daily report sheets and the Division Chiefs will be held strictly responsible for prompt submission of leave slips for all absences.

B. Annual Leave

1. Annual leave is earned at the rate of 2-1/6 days a month or 26 days a year, and can be accumulated up to 90 days. The minimum charge for annual leave is one hour, and additional leave is charged in multiples of one hour.
2. Employees must secure permission from supervisors and submit leave slips prior to taking annual leave.
3. No employee may be allowed leave for a period of more than 14 working days at any one time. With proper approval, this may be extended in an emergency.
4. An employee who absents himself from work on a holiday declared by general administrative order to be a working day is subject to a deduction of one day's pay.
5. Annual leave shall not accrue to an employee while on terminal leave, whether by separation, furlough, or resignation. In such cases the accrual of leave ceases at the close

of the last day on which he was present for duty, and the final date of separation cannot be extended by the granting of sick or court leave.

6. Division Chiefs, Section Chiefs and key personnel shall obtain the approval of the Chief of the Branch two days prior to taking annual leave.

C. Sick Leave

1. Sick leave is earned at the rate of 1-1/4 days a month or 15 days a year, and can be accumulated up to 90 days. The minimum charge for sick leave is one hour, and additional leave is charged in multiples of one hour.
2. Sick leave is granted to employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement, or for medical, dental or optical examination or treatment, or when a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee, or when through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.
3. Sick leave is computed on a monthly basis and cannot be taken until it has been earned, unless the period of absence from duty on account of illness is five or more consecutive work days. The total amount of sick leave advanced cannot at any time exceed 30 days in excess of sick leave accumulated to the credit of the employee.
4. An employee who is absent on account of sickness must notify his supervisor by 9:15 on the first day of such absence, or as soon thereafter as possible.
5. For periods of absence in excess of three working days the application must be supported by a medical certificate unless a doctor was not available. Such certificate shall be filed within seven days after return to duty.
6. All applications for sick leave for medical, dental, or optical examination or treatment must be supported by a medical certificate.
7. When sickness occurs within a period of annual leave and lasts in excess of 5 working days, the period of illness may be charged as sick leave and the charge against annual leave reduced accordingly. Application for such substitution of sick leave for annual leave must be made within two days after return to duty and must be supported by a medical certificate.

D. Military Leave

1. Employees ordered to report for physical or other examination required for entry in the armed forces may be excused from duty without charge against leave.
2. Employees who enter upon active duty in the armed forces are given the choice of taking their annual leave or of allowing it to remain to their credit. However, an employee may not be credited upon return to duty with more than 60 days of leave plus leave earned during the calendar year in which he returns to duty.

Detailed leave regulations will be found in Personnel Circular 107, Revision 1, dated February 9, 1942, as amended in Personnel Circular 402, dated January 18, 1944.

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August 1, 1944

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. A-6

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Leave Regulations

PART I - BRANCH REGULATIONS

Effective July 1, 1944, the authorization of leave and the maintenance of individual leave records in accordance with the regulations set forth herein shall be the responsibility of the Leave Supervisors designated by the Administrative Officer. The Leave Supervisors shall maintain leave Authorization Records in accordance with Departmental regulations. In addition, they will be responsible for clearing requests for leave with the appropriate Branch officials and for authorizing leave whenever the amount requested has been earned. Leave regulations applicable within the Branch are as follows:

1. Requests for leave should be made directly to the Leave Supervisor...
2. No person in the Branch except Leave Supervisors may authorize leave, and leave may not be authorized until the entry in the leave authorization record has been initialed by the employee, the Leave Supervisor and the person designated to clear the employee's request for leave.
3. All leave, except emergency sick leave, must be authorized in advance of the actual period of leave. Any person who fails to secure approval in advance must submit a written justification to the Leave Supervisor for the approval of the Division Chief.
4. The individual leave authorization record may be inspected by the employee at any time.
5. An employee who is absent on account of emergency sickness must so notify his Supervisor by 11:00 on the first day of his absence.
6. Individuals designated as key personnel by the Chief of the Branch shall request leave at least two days in advance. The Leave Supervisor shall clear their leave by

submitting an informal memorandum to the Branch Chief for his approval.

7. The Division Chief shall keep the Leave Supervisor of his Division informed as to the employees whose leave may be cleared with the various Section Chiefs and those whose leave must be cleared with the Division Chief.

PART II - CIVIL SERVICE LEAVE REGULATIONS

A. Annual Leave

1. Annual leave is earned at the rate of 2-1/6 days a month or 26 days a year, and can be accumulated up to 90 days. The minimum charge for annual leave is one hour, and additional leave is charged in multiples of one hour.
2. No employee may be allowed leave for a period of more than 14 working days at any one time. With proper approval, this may be extended in an emergency.
3. An employee who absents himself from work on a holiday declared by general administrative order to be a working day is subject to a deduction of one day's pay.
4. Annual leave shall not accrue to an employee while on terminal leave, whether by separation, furlough, or resignation. In such cases the accrual of leave ceases at the close of the last day on which he was present for duty, and the final date of separation cannot be extended by the granting of sick or court leave.

B. Sick Leave

1. Sick leave is earned at the rate of 1-1/4 days a month or 15 days a year, and can be accumulated up to 90 days. The minimum charge for sick leave is one hour, and additional leave is charged in multiples of one hour.
2. Sick leave is granted to employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement, or for medical, dental or optical examination or treatment, or when a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee, or when through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others.
3. Sick leave is computed on a monthly basis and cannot be taken until it has been earned, unless the period of absence from duty on account of illness is five or more consecutive work days. The total amount of sick leave advanced cannot at any time exceed 30 days in excess of sick leave accumulated to the credit of the employee.

4. For periods of absence in excess of three working days, the application must be supported by a medical certificate unless a doctor was not available. Such certificate shall be filed with the Leave Supervisor within seven days after return to duty.
5. All applications for sick leave for medical, dental, or optical examination or treatment must be supported by a medical certificate.
6. When sickness occurs within a period of annual leave and lasts in excess of 5 working days, the period of illness may be charged as sick leave and the charge against annual leave reduced accordingly. Application for such substitution of sick leave for annual leave must be made within two days after return to duty and must be supported by a medical certificate.

C. Military Leave

1. Employees ordered to report for physical or other examination required for entry in the armed forces may be excused from duty without charge against leave.
2. Employees who enter upon active duty in the armed forces are given the choice of taking their annual leave or of allowing it to remain to their credit. However, an employee may not be credited upon return to duty with more than 60 days of leave, plus leave earned during the calendar year in which he returns to duty.

Detailed leave regulations will be found in Personnel Circular 107, Revision 1, dated February 9, 1942, as amended in Personnel Circular 402, dated January 18, 1944, and General Administrative Instructions No. 2352, dated May 31, 1944.

PART III - DAILY REPORT OF ABSENTEES

Each Section Chief will report to his Division Chief by 11:00 A.M., the employees in his Section absent from duty that day.

In the event employees leave work after the report has been submitted, their names must be included in the following day's report on the lower half of the form.

The report is to be prepared in duplicate. The original is to be forwarded to the Division Chief, who will initial and forward it to the Leave Supervisor for checking the report against the individual leave records. A file of the daily report of absentees will be maintained in the Administrative Services Section.

